



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Tom Kirk  
Acting Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 29, 2014

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 2, 2014, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, September 15, 2014**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.

CE IV

Geologic & Waste Assessment Specialist  
Bureau of Design & Environment  
Division of Highways  
Springfield

Attachments  
37941

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, September 15, 2014, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary Range:</b>	<b>\$5,685 - \$9,045</b>
<b>Position Title:</b>	<b>Geologic &amp; Waste Assessment Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-50-306-40-01</b>	<b>IPR#:</b>	<b>37941</b>

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### Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is accountable for providing highly specialized technical expertise department-wide to ensure that waste issues are adequately investigated and policy and procedures are uniformly applied in the districts and central bureaus and divisions. This position coordinates the hazardous waste studies conducted by the Department. This position initiates reviews and administers investigation work plans and reports, risk assessments, and other technical special-waste related reports, recommends further action, and coordinates contract activities with consultants, districts, central office bureaus and regulatory agencies. The position requires keeping abreast of related laws, statutes, and rules and their potential effects on the Department.

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### Special Qualifications:

#### *The following criteria is required:*

- A current Illinois Professional Engineer license
- A valid Illinois driver's license
- Statewide travel

#### *The following criteria are desired:*

- Course work in waste, geology, hydrogeology, soil/rock mechanics, contaminant transport, and remediation
- Five to ten years experience with special waste investigation, transportation project development and construction, and environmental laws, statutes and rules
- A working knowledge of United States and Illinois environmental regulations, as demonstrated by education, training, and/or specific experience
- Competence with Microsoft Excel, Word, and Access
- OSHA 40 hours HAZWOPER training per 29CFR 1910.120
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

## ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

<b>DATE:</b>	April, 2014	<b>POSITION:</b>	Geologic & Waste Assessment Specialist
<b>APPROVED BY:</b>	<u>John Baranzelli</u>	<b>OFFICE/DIVISION:</b>	Highways/Bureau of Design and Environment
<b>CODE:</b>	PW114-23-50-306-40-01	<b>REPORTS TO:</b>	Geologic and Waste Assessment Unit Manager

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### **Position Purpose**

This position is accountable for providing highly specialized technical expertise department-wide to ensure that waste issues are adequately investigated and policy and procedures are uniformly applied in the districts and central bureaus and divisions. This position coordinates the hazardous waste assessments conducted by the Department associated with transportation projects. This position reviews and prepares investigation work plans and reports, risk assessments, and other technical special-waste related reports, recommends further action, and coordinates contract activities with consultants, districts, central office bureaus and regulatory agencies. The position requires keeping abreast of related laws, statutes, and rules and their potential effects on the Department.

### **Dimensions**

Annual value of contracts managed by Unit:	\$13 million
Number of Environmental Survey Requests (ESR) processed annually:	240
Number of Preliminary Environmental Site Assessments (PESA) per year:	240
Number of Preliminary Site Investigations (PSI) & Special Provisions per year:	125
Number of Highway Authority Agreements (HAA) processed annually:	75
Number of detailed or other special investigations per year:	10
Number of NEPA documents reviewed annually:	20
Number of SEFC prequalification submittals reviewed annually:	20
Number of environmental compliance audits conducted annually:	15

### **Nature and Scope**

This position reports to the Geologic and Waste Assessment Unit Manager as does the Geologic and Waste Assessment Coordinator. There are no positions reporting directly to this position.

This position provides the Department with specialized expertise on project related hazardous waste investigations and follows up actions. S/He works with statewide consultant contracts for investigation and remediation planning. This position assists the Unit Manager in advising the district offices on appropriate procedures and/or courses of action relating to regulated wastes encountered during project development and construction. This position prepares Special Provisions for contract lettings that conform to departmental guidelines, are compatible with engineering requirements, and follow state and federal rules and regulations. This position also performs in concert with the hazardous waste portion of the Environmental Resource Surveys and studies Program which is accomplished through a contract with Illinois State Geological Survey (ISGS).

Typical problems include the difficult balancing of acceptable quality assurance/quality control of investigations with the Department's need for expeditious risk assessment and abatement of projects prior to construction. The greatest challenge is to satisfy the needs of each in an efficient, timely, and cost effective manner while abiding by Department policy and federal and state law.

***Geologic and Waste Assessment Specialist  
Highways/Bureau of Design and Environment  
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The incumbent manages the development of hazardous waste investigations and follows-up on involvements identified by ISGS and others and/or encountered during construction. The incumbent coordinates and conducts reviews of proposals, recommendations for selections, negotiating contracts, and the evaluation of performance of these state wide consultants. This position provides technical guidance and expertise regarding hazardous waste through a variety of actions. S/He helps review environmental documents (Environmental Impact Statements, Environmental Assessments, and technical reports) prepared by district offices, consultants, railroads and others and initiates any modifications required in regard to hazardous waste.

S/He will upon request prepare sections of environmental documents on projects involving hazardous waste and related issues such as leaking underground storage tanks and highway authority agreements. The incumbent provides guidance to districts and central offices by attending districts coordination meeting, participating in project field meetings, providing technical training, preparing and distributing Technical Environmental Memoranda. Timely and accurate coordination and advice is necessary to assure protection of staff, contractors and the public when hazardous materials are encountered. Discretion is also necessary to elicit an appropriate response and not cause undue alarm.

Other examples of environmental work activities and problems for which the incumbent is responsible for solving include the following: manage various hazardous waste site investigation and remediation throughout the state including vector waste spills and LUST remediation; sign and stamp as an Illinois Licensed Professional Geologist and/or Licensed Professional Engineer Uncontaminated Soil Certification forms (Illinois EPA LPC-663 forms); review construction plans that are identified by the district as having potential involvement with special waste and ensure the correct pay items, quantities, and special provision(s) are included in the construction plans; track department pollution liabilities per fiscal year, prepare GASB 49 – Accounting & Financial Reporting for Pollution Remediation Obligations document, and coordinate with the Office of Chief Counsel and Office of Finance and Administration; coordinate assessment of IDOT's maintenance yard facilities and develop long-term compliance solutions; develop best management practices (BMPs) for the district to follow and work with IEPA on compliance issues. Incorporate the best management approached to be utilized at the maintenance and laboratory facilities; provide technical review on Highway Authority Agreements (HAA) with the Office of Chief Counsel and document cost recovery; review senate and house bills and how these bills affected the Department's policy and procedures and estimating the monetary impact to the Department if these changes are implemented; work with and advise Bureaus on policy revisions; obtain LUST fund reimbursement; attend meetings as IDOT's representative on, for example, "Interagency Coordinating Committee on Groundwater" (ICCG), "Groundwater Advisory Council" (GAC), Illinois Geologic Mapping Advisory Committee (IGMAC), and Environmental Crimes Task Force; and attend Illinois Pollution Control Board hearings regarding proposed environmental regulations and attend conference calls with the Transportation Research Board annual meeting and summer meeting regarding ADC60 Committee on Waste Management and Resource Efficiency.

The incumbent has authority to assign priorities, resolve technical problems, and monitor and approve consultant work for all hazardous waste surveys and studies. The incumbent has broad freedom to act and will refer only the most complicated and/or sensitive matters to the Unit Manager for resolution. This position is constrained by departmental policies and procedures.

The incumbent has frequent contact with the district and central office bureaus; Office and Planning and Programming, Bureau of Land Acquisition, Bureau of Operations, and Bureau of Construction. External contact with the FHWA, the Illinois State Geological Survey, numerous state and federal agencies, construction contractors, the public, Illinois Environment Protection Agency, the Office of State Fire Marshal and others who must approve hazardous waste remediation and handling plans and to keep abreast of current regulations and to keep project schedules on track. Statewide travel is required.

The effectiveness of this position is measured by timeliness, adequacy, accuracy, and acceptability of hazardous waste surveys, investigations, and remediation plans and the timely resolution of environmental problems within his/her purview.

***Principal Accountabilities***

1. Coordinates the special waste portion of the Environmental Resource Studies Program including preparation of professional transportation bulletin (PTB) advertising and letting documents for special waste services, managing contracts with statewide hazardous waste investigation consultants, processing of contract obligation documents (COD), and consultant invoice payments.
2. Provides technical expertise and guidance to all Divisions and Offices of the Department in regard to special waste, in support of and coordination with the Unit Chief as necessary.
3. Provides expert review of and recommends correction actions or prepares special waste portions of environmental reports submitted by offices and divisions of the Department.
4. Assures that all special waste documents conform to departmental guidelines, are compatible with engineering requirements, and consistent with state and federal law.
5. Monitors special waste surveys and studies conducted by the Department to assure that problems are adequately investigated and that the policy and procedures are uniformly applied in the districts and central bureaus and divisions.
6. Directs the activities of consultants for hazardous waste studies and recommends approval of their work.
7. Evaluates the performance or project consultants for the special waste aspect of environmental studies and for their qualifications in hazardous waste.
8. Keeps abreast of waste issues, both state and federal, and their potential effects on the Department.
9. Provides expert technical review on Highway Authority Agreements (HAA) and coordinate with Office of Chief Counsel.
10. Prepares special provisions for lettings based upon results of Phase II PSI results. Reviews construction plans prior to letting to ensure they are correct for special waste issues.
11. Performs other duties as required.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.